

Equipment-Facilities

Subject: Procurement Change from Local Vehicle Purchase to the State of Michigan
Extended Vehicle Purchase Program

Information:

After the annual application, vehicle verification processes, and execution of the contract or project authorizations, a transit agency may elect to change from using the local vehicle purchase process to the State of Michigan Extended Vehicle Purchase Program.

The transit agency will be responsible for paying any additional cost for the vehicle that is in excess of the eligible costs in the contract between the transit agency and the Michigan Department of Transportation (MDOT).

The transit agency is not entitled to excess funds in the contract when the cost of the vehicle is less than the contract amount.

Actions Needed:

1. The transit agency must request approval from their Passenger Transportation Division Project Manager. This request should contain the following information:
 - a. The quantity of vehicle(s) including size & type, and
 - b. The state/local contract number.
2. The PTD Project Manager will provide the transit agency with an authorization letter to proceed with the vehicle purchase and the proper vehicle procurement packet.
3. Once a transit agency receives the authorization, they can proceed with the procurement following the “Extended Purchase Program Guidelines” included in the procurement packet.

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Contact: If you have any questions on this procedure, feel free to contact your
PTD Project Manager.

Approved:	Signed By: Kip Grimes	10/16/2002
	_____	_____
	Division Administrator	Date

PTD:TARS:TAU:AJ